

About the Job

See Arch is seeking a **Job Captain** to join our growing team and support the successful delivery of award-winning high-end residential and small-scale commercial projects. As a Job Captain, you will work closely with our Senior Architect and Principal to translate design intent into precise construction documentation, coordinate with consultants, and guide junior team members. This role is ideal for someone who thrives in detailed design and documentation, is comfortable managing day-to-day project workflows, and enjoys being an essential, client-facing part of a collaborative and design-driven studio.

About the Studio

See Arch is a women-owned Architecture and Design firm based in Berkeley and Petaluma, California. Founded by Sarah Ebner in 2016, See Arch began with the simple intention of improving the work-life balance of studio practice while upholding the excellence of architectural craft and service. Our studio is one of empathy—for our clients, our team, and our colleagues. Communication and shared creativity between client and architect lie at our core, as we believe this is the key to inspired designs. Transparency, capability, creative problem-solving, and accountability are infused in all we do.

See Arch is expanding services from the Bay Area into Southern California. While current LA work is largely pro-bono to assist with Eaton and Palisade fire rebuilds, the firm welcomes an LA-based team member to assist with expansion while also participating in our remote-work structure in the Bay Area.

Role Responsibilities:

- Support project design and technical execution across all phases of work.
- Lead projects autonomously and assist in defining project milestones for Principal and client review.
- Translate conceptual design into coordinated drawing sets and specifications.
- Manage and coordinate consultant drawings and documentation.
- Mentor and coordinate junior team members.
- Participate in team meetings, internal check-ins, and client presentations as needed.
- Communicate progress and issues to Project Manager and/or Principal.
- Lead communication with consultants and clients throughout the project lifecycle.



Qualifications and Experience:

- 5+ years of experience in the architecture industry
- Minimum 1–2 years experience in a Job Captain or similar technical coordination role
- Demonstrated experience preparing detailed drawing sets and coordinating with consultants
- Strong understanding of construction documentation and detailing
- Excellent organizational and communication skills
- Proficient in ArchiCAD, Revit and/or SketchUp is a plus
- Familiarity with California building codes, working with local jurisdictions in LA and / or Bay Area and managing permitting processes.
- Experience in high-end residential architecture preferred

Compensation:

- \$80,000 - \$95,000 Annually
- 401K match program
- Medical
- Dental
- Life Insurance
- Flexible 4-day work week
- Hybrid remote-office schedule

